

FIG. 1

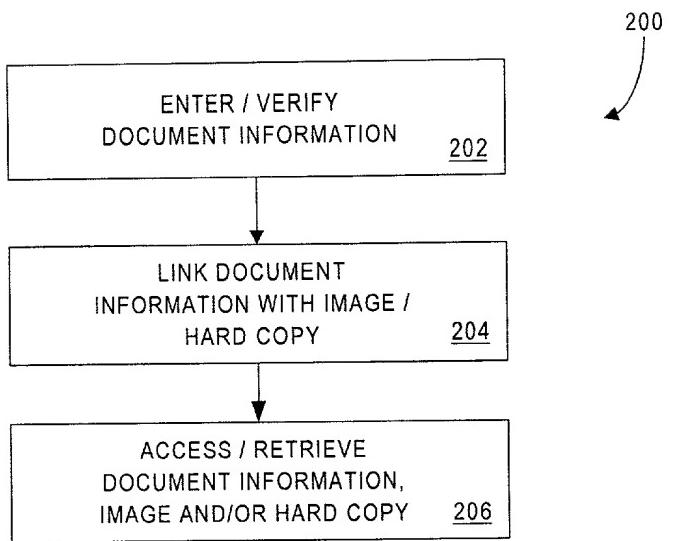


FIG. 2

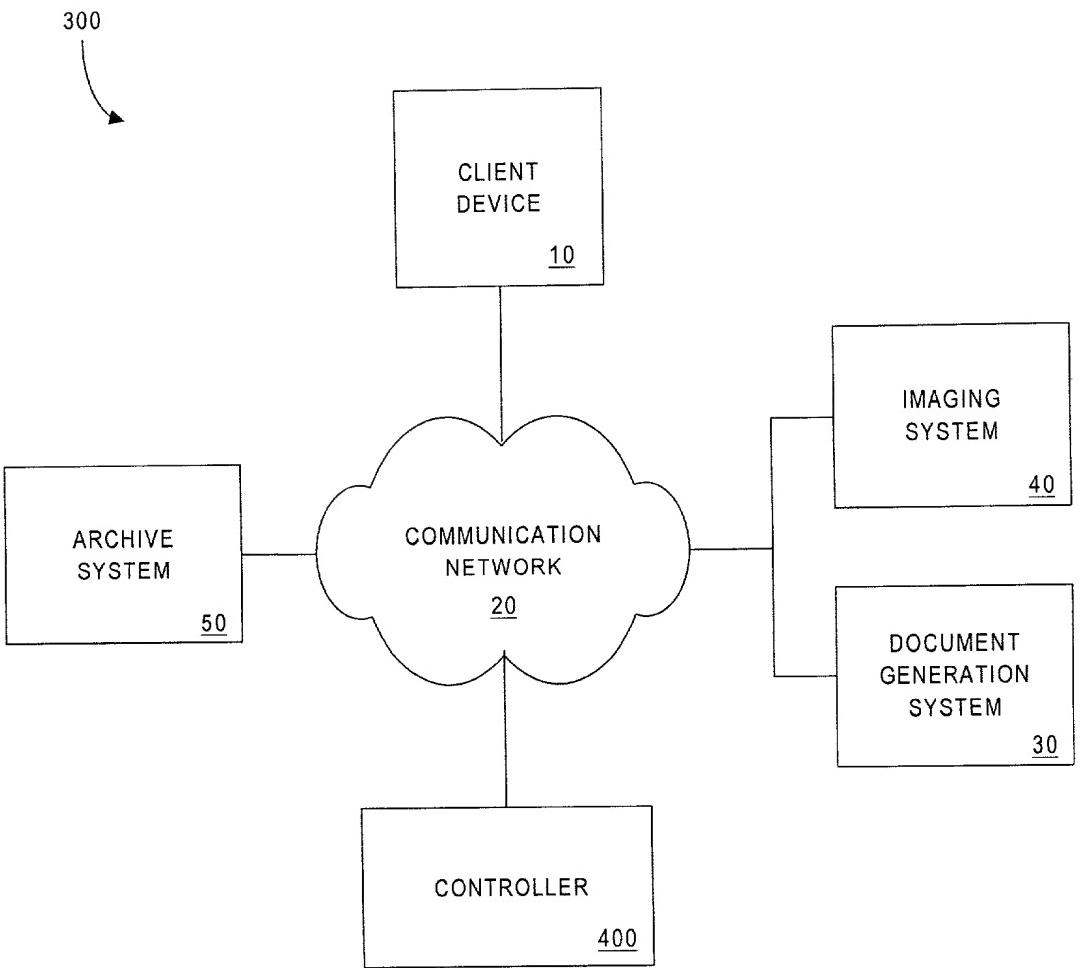


FIG. 3

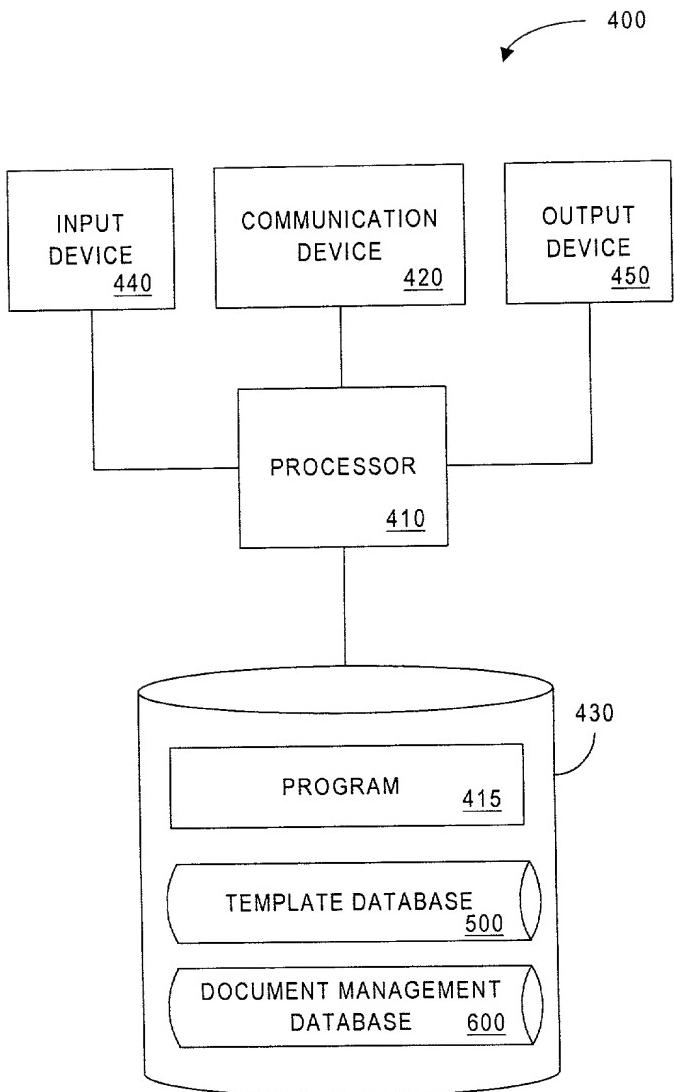


FIG. 4

500

| TEMPLATE IDENTIFIER | COLLECTION | FILENAME |
|------------------------|-----------------------------------|------------|
| <u>502</u> | | <u>504</u> |
| T001 | DEFAULT | T001.HTML |
| T002 | CONTRACTS - CONFIDENTIALITY | T002.HTML |
| T003 | CONTRACTS - SOFTWARE AGREEMENTS | T003.WD |
| T004 | CONTRACTS - EMPLOYMENT AGREEMENTS | T004.HTML |

FIG. 5

600 →

| RECORD IDENTIFIER | COLLECTION NAME | FILE NAME | PRIMARY SUBCATEGORY | SECONDARY SUBCATEGORY | TERTIARY SUBCATEGORY | LOCATION INFORMATION | CREATION INFORMATION | MEDIA TYPE | ARCHIVE INFORMATION |
|-------------------|-----------------------------|---------------|---------------------------|-------------------------|----------------------|---------------------------------|--------------------------------|----------------------|---------------------|
| D0001 | CONTRACTS - VENDOR | BETA TEST | MICROSOFT CORPORATION | EXECUTED TEST AGREEMENT | DEAD | ARCHIVED; IRON MTN (BX 111-111) | JOE DOE, ESQ.; 1/1/98, NYLEGAL | PAPER | DESTROY 1/1/2008 |
| D0002 | CONTRACTS - VENDOR | CLIENT ACCESS | MICROSOFT CORPORATION | EX. CLIENT ACCESS AGMT | FINANCIAL PRODUCT | NY; 21 FLR, RM 2101, SHELF | JOE DOE, ESQ.; 5/1/01; NYLEGAL | D0002.PDF, PAPER | DESTROY 5/1/2011 |
| D0003 | CONTRACTS - CONFIDENTIALITY | SMALL CO | CONFIDENTIALITY AGREEMENT | EXECUTED AGREEMENT | 2000 (12-27) | SHELF | 12/27/2000 | D0003 PDF, D0003 DOC | |
| D0004 | CONTRACTS - CONFIDENTIALITY | LARGE CO | CONFIDENTIALITY AGREEMENT | EXECUTED AGREEMENT | 2001 | LONDON; SHELF | 1/1/2001 | D0004.DOC; PAPER | DESTROY 1/1/2011 |
| D0005 | CONTRACTS - EMPLOYEE | JOHN DOE | EMPLOYMENT AGREEMENT | UNSIGNED AGREEMENT | | HR; SHELF | 1/1/1998 | PAPER | |

FIG. 6

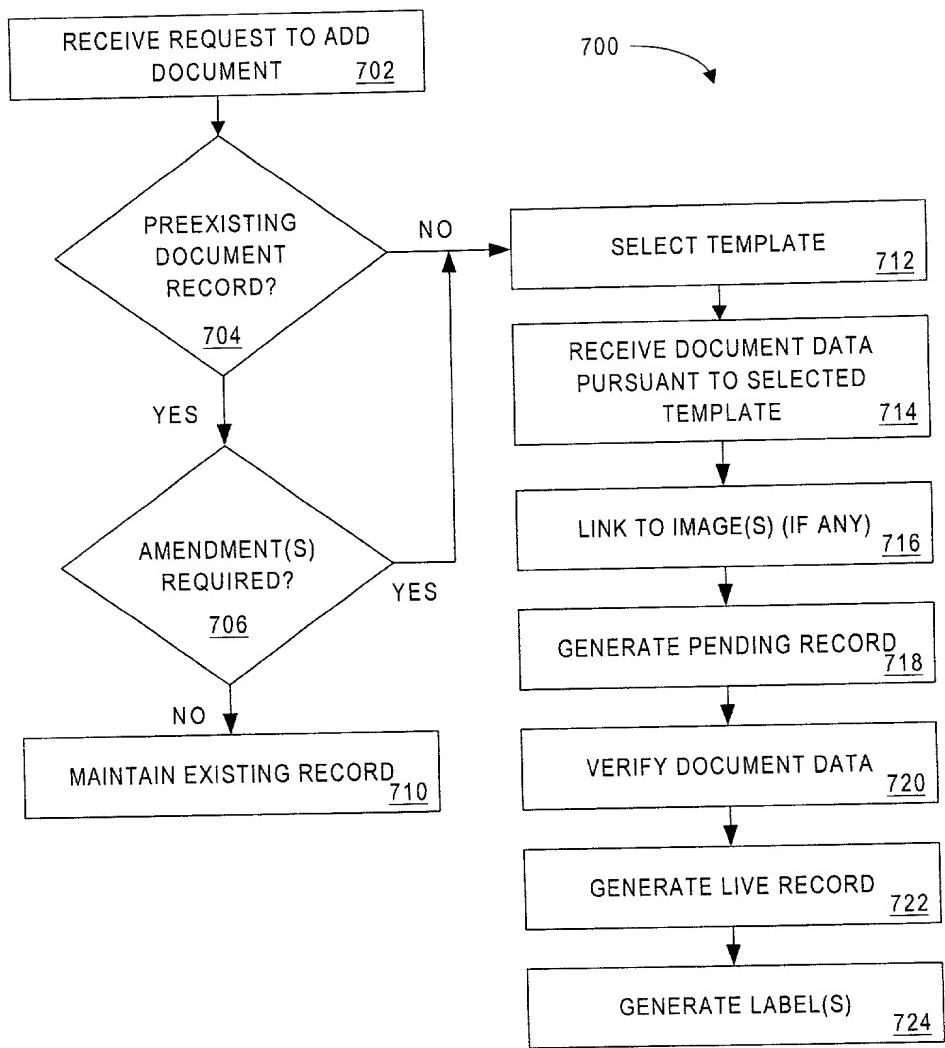


FIG. 7

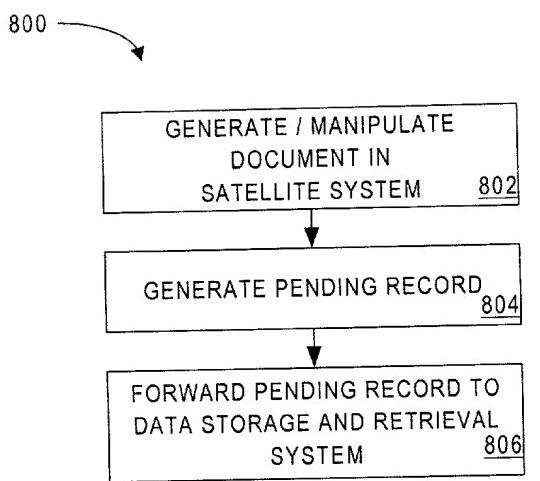


FIG. 8

LIMS: Legal & Compliance Information Management System
Insert New Record 552319

| | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|--|---|--|--|--|---|---|--|---|--|---|--|--|---|--|--|---|---|
| Collection: | Collection Abbreviation: | | | | | | | | | | | | | | | | | | | | |
| <input type="text" value="None"/> | N/A | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Other FileName: | Lookup Values | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="button" value="Go"/> | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Other Primary Subcategory: | <input type="text" value="(GS) Asset Management CBO II Limited"/> | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Other Secondary Subcategory: | <input type="text" value="Capacity - Authority Documents"/> | | | | | | | | | | | | | | | | | | | | |
| Tertiary Subcategory: | | | | | | | | | | | | | | | | | | | | | |
| Related Information: <input type="button" value="More Information"/> | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Volume Number: <input type="text" value="1"/></td> <td>Subcategory Indentation: <input type="text" value="None"/></td> </tr> <tr> <td>Date Opened: <input type="text" value="Today"/></td> <td>Number of Labels: <input type="text"/></td> </tr> <tr> <td>Record Status: <input type="text" value="Active Record"/></td> <td>Unit Location: <input type="text" value="Shelf"/></td> </tr> <tr> <td>Date Closed: <input type="text" value="Today"/></td> <td>Archive Information: <input type="button" value="More Information"/></td> </tr> <tr> <td>Attorney Name: <input type="text" value="None"/></td> <td>Retention: <input type="text"/></td> </tr> <tr> <td>VP/Analyst Name: <input type="text" value="None"/></td> <td>Plan Destroy Date: <input type="text"/></td> </tr> <tr> <td>Cross Reference: <input type="button" value="More Information"/></td> <td>Destroy Authorized Date: <input type="text"/></td> </tr> <tr> <td>Region: <input type="text" value="New York"/></td> <td>Destroy Authorized ID: <input type="text" value="None"/></td> </tr> <tr> <td>Dept: <input type="text" value="Legal Department"/></td> <td>Document ID: <input type="text"/></td> </tr> <tr> <td>Document Origin: <input type="text" value="Not Applicable"/></td> <td>Special Indicator: <input type="text" value="No"/></td> </tr> </table> | | Volume Number: <input type="text" value="1"/> | Subcategory Indentation: <input type="text" value="None"/> | Date Opened: <input type="text" value="Today"/> | Number of Labels: <input type="text"/> | Record Status: <input type="text" value="Active Record"/> | Unit Location: <input type="text" value="Shelf"/> | Date Closed: <input type="text" value="Today"/> | Archive Information: <input type="button" value="More Information"/> | Attorney Name: <input type="text" value="None"/> | Retention: <input type="text"/> | VP/Analyst Name: <input type="text" value="None"/> | Plan Destroy Date: <input type="text"/> | Cross Reference: <input type="button" value="More Information"/> | Destroy Authorized Date: <input type="text"/> | Region: <input type="text" value="New York"/> | Destroy Authorized ID: <input type="text" value="None"/> | Dept: <input type="text" value="Legal Department"/> | Document ID: <input type="text"/> | Document Origin: <input type="text" value="Not Applicable"/> | Special Indicator: <input type="text" value="No"/> |
| Volume Number: <input type="text" value="1"/> | Subcategory Indentation: <input type="text" value="None"/> | | | | | | | | | | | | | | | | | | | | |
| Date Opened: <input type="text" value="Today"/> | Number of Labels: <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| Record Status: <input type="text" value="Active Record"/> | Unit Location: <input type="text" value="Shelf"/> | | | | | | | | | | | | | | | | | | | | |
| Date Closed: <input type="text" value="Today"/> | Archive Information: <input type="button" value="More Information"/> | | | | | | | | | | | | | | | | | | | | |
| Attorney Name: <input type="text" value="None"/> | Retention: <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| VP/Analyst Name: <input type="text" value="None"/> | Plan Destroy Date: <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| Cross Reference: <input type="button" value="More Information"/> | Destroy Authorized Date: <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| Region: <input type="text" value="New York"/> | Destroy Authorized ID: <input type="text" value="None"/> | | | | | | | | | | | | | | | | | | | | |
| Dept: <input type="text" value="Legal Department"/> | Document ID: <input type="text"/> | | | | | | | | | | | | | | | | | | | | |
| Document Origin: <input type="text" value="Not Applicable"/> | Special Indicator: <input type="text" value="No"/> | | | | | | | | | | | | | | | | | | | | |

FIG. 9